



United States  
Department of  
Agriculture

JAN 15 2004

Farm and Foreign  
Agricultural  
Services

Farm Service  
Agency

1400 Independence  
Ave, SW  
Stop 0571  
Washington, DC  
20250-0571

Dear FSA Stakeholder:

As Administrator of the Farm Service Agency (FSA), I am fully committed to FSA's vision of being a "customer driven agency with a diverse and multi-talented work force, dedicated to achieving an economically and environmentally sound future for American Agriculture."

Keeping with this vision, FSA is undertaking a major initiative to link our budget to measurable goals that improve business strategies and processes. The end results should be better customer service and value for the American taxpayer.

A critical component of this initiative is to obtain feedback from customers and stakeholders. FSA has been accomplishing this through a series of dialogue sessions, which focus on the following key questions:

- How can FSA better meet customer needs and improve performance?
- What are the mission goals FSA should pursue?
- What strategies should FSA pursue to achieve these goals and measure success?

Based on the input obtained from these sessions the Agency is developing a comprehensive 5-year Strategic Plan with goals, strategies, and performance measures that will drive its vision and mission. The Performance Institute, an organization that is well versed in strategic planning and management, facilitates the sessions.

Attached please review the four major mission goals we have developed so far along with some draft strategies. All of the strategies and measures we develop should fit under these goals.

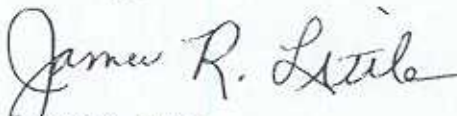
In order to continue to build on this strategic information, we invite you to attend a meeting on February 10, 2004, in Washington, D.C. Other stakeholders drawn from public interest groups, trade associations, government agencies, and other entities with interest and experience in working with FSA will also participate. The meeting will be held at the Wyndham Washington, DC, located at 1400 M Street, NW, from 9:00 a.m. to 4:30 p.m. The meeting agenda and information on the Wyndham Washington Hotel are attached.

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Please R.S.V.P. no later than February 2 to Monique Randolph at 202-418-9063 or via E-mail at [Monique.Randolph@wdc.usda.gov](mailto:Monique.Randolph@wdc.usda.gov).

Thank you for your time, consideration, and continued interest in the work of FSA. We look forward to seeing you at the Wyndham Washington Hotel.

Sincerely,

A handwritten signature in cursive script that reads "James R. Little". The signature is written in dark ink and is positioned above the printed name and title.

James R. Little  
Administrator

Enclosures



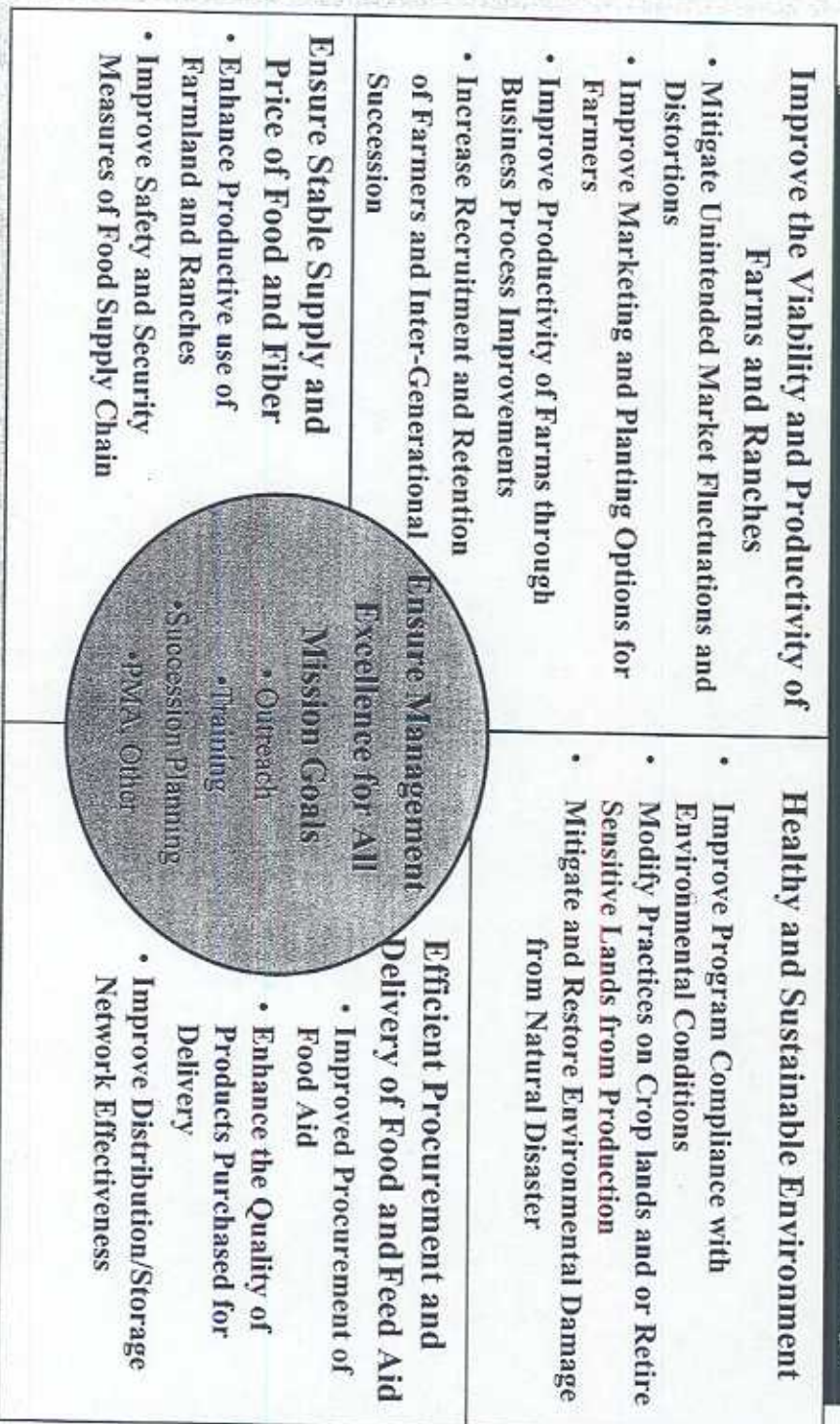
# FSA Mission

**DRAFT**

**USDA**



**Farm Service Agency**



**Engaging Citizens to Improve Performance**

Wyndham Hotel  
1400 M Street NW  
Washington, DC

**Meeting Agenda**  
February 10, 2004

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8:00 - 9:00	Arrival/Refreshments
9:00 - 9:15	FSA Welcome
9:15 - 10:30	Identifying Long-Term and Short-Term Goals for FSA
10:30 - 10:45	Break
10:45 - 12:00	Identifying Long-Term and Short-Term Goals for FSA
12:00 - 1:00	Lunch
1:00 - 2:15	Key Ways to Measure the Long-Term FSA Goals
2:15 - 2:30	Break/Refreshments
2:30 - 4:00	Key Ways to Measure the Short-Term FSA Goals
4:15 - 4:30	Next Steps and Adjourn



## **WYNDHAM WASHINGTON, DC**

1400 M Street, NW  
Washington, DC 20005

### **HOTEL INFORMATION:**

**Phone:** 202-429-1700

**Cancellation Policy:** 24 Hours

**Check-in Time:** 3:00 PM

**Check-out Time:** 12:00 Noon

### **PARKING:**

Rate is \$8 per day for meeting participants.

### **DIRECTIONS FROM METRO:**

The Wyndham is located three blocks from the McPherson Square (Blue and Orange Lines) station and four blocks from the Farragut North (Red Line) station.

### **DIRECTIONS FROM AIRPORTS:**

**From: RONALD REAGAN WASHINGTON NATL DC, USA (DCA)**  
**6 miles**

North onto I-395 over 14th Street Bridge. Bear left onto 14th Street NW and proceed north to Thomas Circle. Take outside lane around circle and finally bear right off circle onto M Street NW.

**From: WASHINGTON DULLES, VA, USA (IAD) 40 miles**

I-66 East towards Washington DC. Exit onto Constitution Avenue. Left onto 14th Street. Take outside lane around Thomas Circle. Bear right onto M Street, NW. Hotel on left.

**From: BALTIMORE WASHNTN, MD, USA (BWI) 35 miles**

Follow Baltimore.-Washington Parkway towards Washington. Exit onto New York Ave. Turn right onto 14th Street. Take outer lane around Thomas Circle. Bear right off circle onto M Street, NW. Hotel is on left.